

Retention and Classification Report

Agency: Department of Commerce. Division of Consumer Protection (212)

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Records Officer: Kim Wheeler

30292 Core case information

Utah State Archives

AGENCY: Department of Commerce. Division of Consumer Protection

SERIES: 30292

1

TITLE: Core case information

DATES: 2016-

ARRANGEMENT: Numerical by case number.

DESCRIPTION:

The Division of Consumer Protection administers and enforces legislative acts created to protect consumers' interests (Utah Code 13-2-1(2)(2015)). These records document complaints filed with the Division against companies and individuals, and resulting investigations, and include identifying information for complainants and respondents, investigator case notes, records of legal actions taken, and amounts paid in settlements or penalties. These records are generally maintained in a case management system. This does not include case file evidence which is described in a separate retention schedule.

RETENTION:

Retain for 20 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 20 years after case is closed and then delete.

APPRAISAL:

These records have administrative value(s).

Agency needs to retain core complaint case file information for 20 years to refer to historical actions in the case of new complaints.

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(continued)

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(10)(2021), 63G-2-305(21)

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-302(2)(d)(2021)

Exempt. Utah Code 63G-2-201(3)(b)(2019), 13-11-7(2)(1987)